

# FMS People Tools & Oracle Upgrade

User Orientation

2010

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# **PEOPLESOFT FINANCIAL SYSTEMS UPGRADE TO PEOPLETOOLS 8.50 & ORACLE DATABASE 10g**

## ***1. Background***

The Lab's PeopleSoft financial systems, FMS, TREX and eBuy, are comprised of 3 components: applications, tools and a database. Periodically, the vendor releases newer versions of these components. The IT Business Systems Department and the Office of the CFO jointly evaluate and upgrade the system with newer versions of these components as necessary.

Effective June 14, 2010, the PeopleSoft financial systems will be upgraded to the latest tools and database versions (People Tools 8.50 and Oracle database 10g). While these upgrades will not change the functionality of the system, there will be minor changes to the look and behavior of the system. In addition, as explained below several new/enhanced features have been added.

## ***2. Reasons for the current upgrade***

- Enable enhanced features in latest release of People Tools (8.5)
- Prepare for future enhancements in the PeopleSoft application software
- The current Oracle database version (9i) is at the end of its life cycle
- Take advantage of data processing improvements available in Oracle database version 10g

## ***3. Purpose of this document***

- To list out major impacts of the upgrade, and significant changes/ new features
- To give an initial orientation to the system users (Resource Analysts, eBuy, TREX users) about the common new features/changes, that are apparent and are immediately seen after the upgrade
- This is not a training document, but is meant to highlight and provide an introduction to the changes that will be noticeable to the user.

## ***4. Major Impacts of the Upgrade***

- No changes to the menus, pages and existing functionality or procedures
- Possible improvements to system performance
- Opportunities to explore new features/benefits, after the upgrade

- Type ahead 'delivered' functionality impacts the Planning System employee search and TREX location search, which is explained in detail, later in the document
- System response time to 'type ahead functionality' might be slower than user expectation. There is an option to turn-off the functionality, explained later

## 5. *Overview of New Features/Changes*

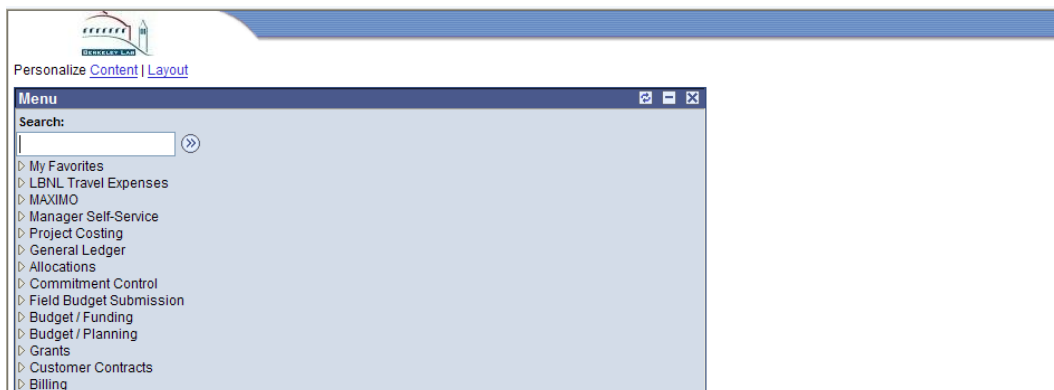
- Minor changes in the navigation to the menus and pages to all FMS applications, except to eBuy. There will not be any changes to eBuy navigation
- Minor changes to the look of the FMS application
- Partial page refresh – faster screen display times
- Type-ahead in prompt fields – matches are immediately displayed while typing
- Modal search windows (experienced as a separate pop-up page on top of the current page) – faster refresh times

## 6. *New Features/Changes*

### 6.1. 1. Minor change in the navigation to menus and pages:

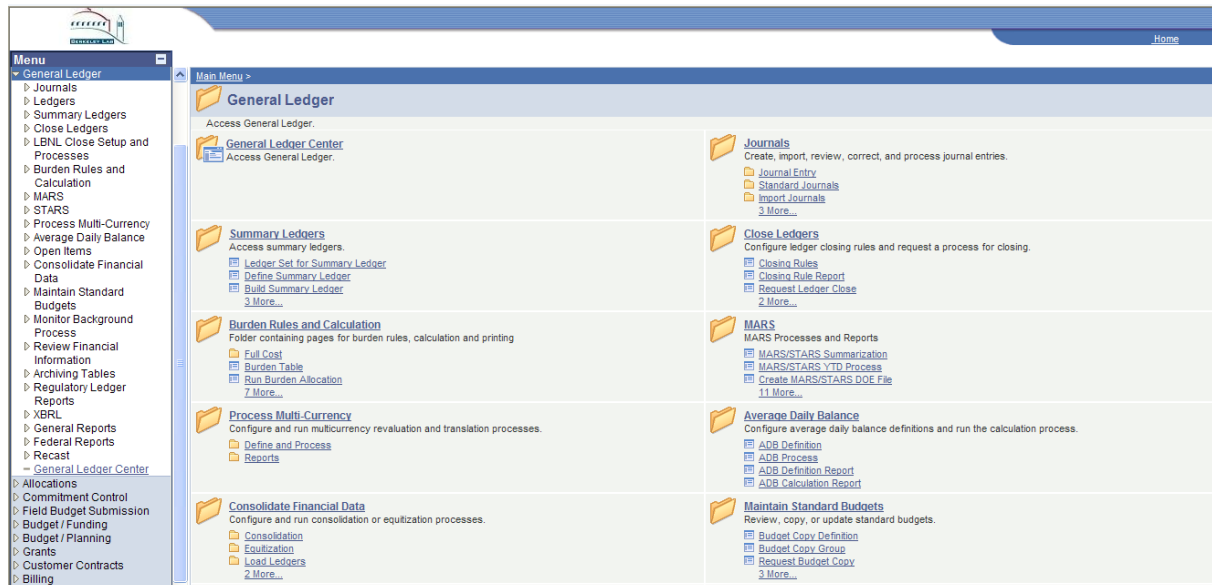
#### Current tools version:

- When a user first log into the FMS, he/she sees the list of menus on the left. The number of menus each user sees varies depending on each user's access rights

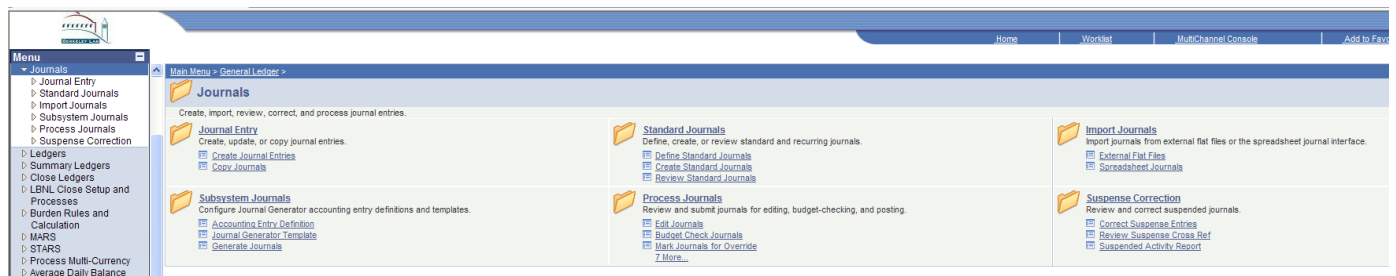




- When a user clicks on a particular menu, it gets expanded with the list of folders under it, on the left. System also displays a more expanded the list of folders and sub-folders/pages within each folder, on the right
- Sample screen shot of General Ledger menu, when a user clicks on General Ledger menu, after logging into the system



- When a user clicks on a particular folder, it gets expanded with the list of sub-folders/pages within the folder, on the left side. System also displays a more expanded list o sub-folders/pages within the folder selected, on the right



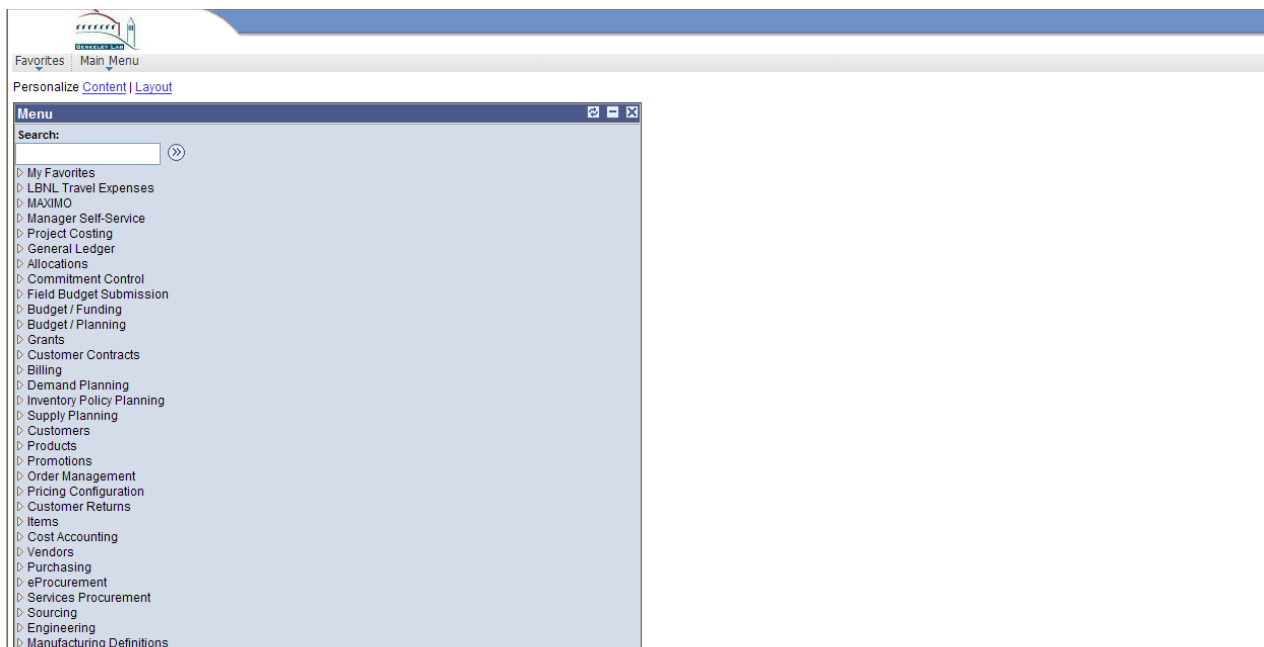
- The user can continue expanding a folder displayed on the left side or on the right side, by clicking on it, till he/she navigates the required page
- Sample screen shot of Create Journal Entry (Resource Adjustment) page from the Journal Entry folder



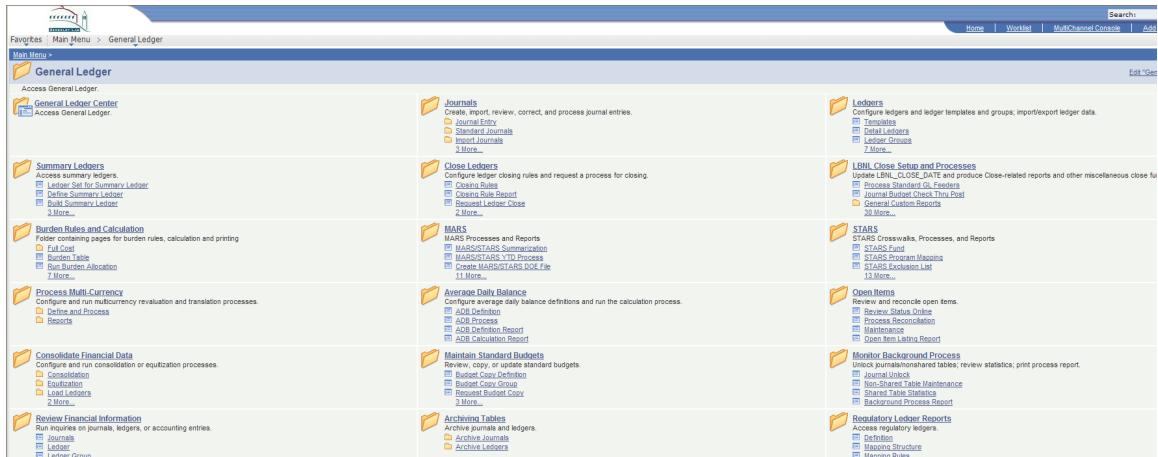
- The user could keep navigating to required page by clicking on the appropriate folder on the left side menu and drilling through it

### Upgrade tools version:

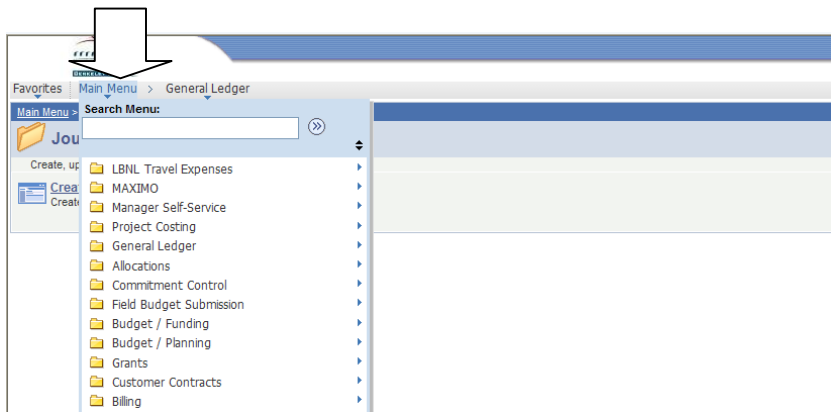
- When a user first log into the FMS, he/she sees the list of menus on the left, similar to the older version. The number of menus each user sees varies depending on each user's access rights.



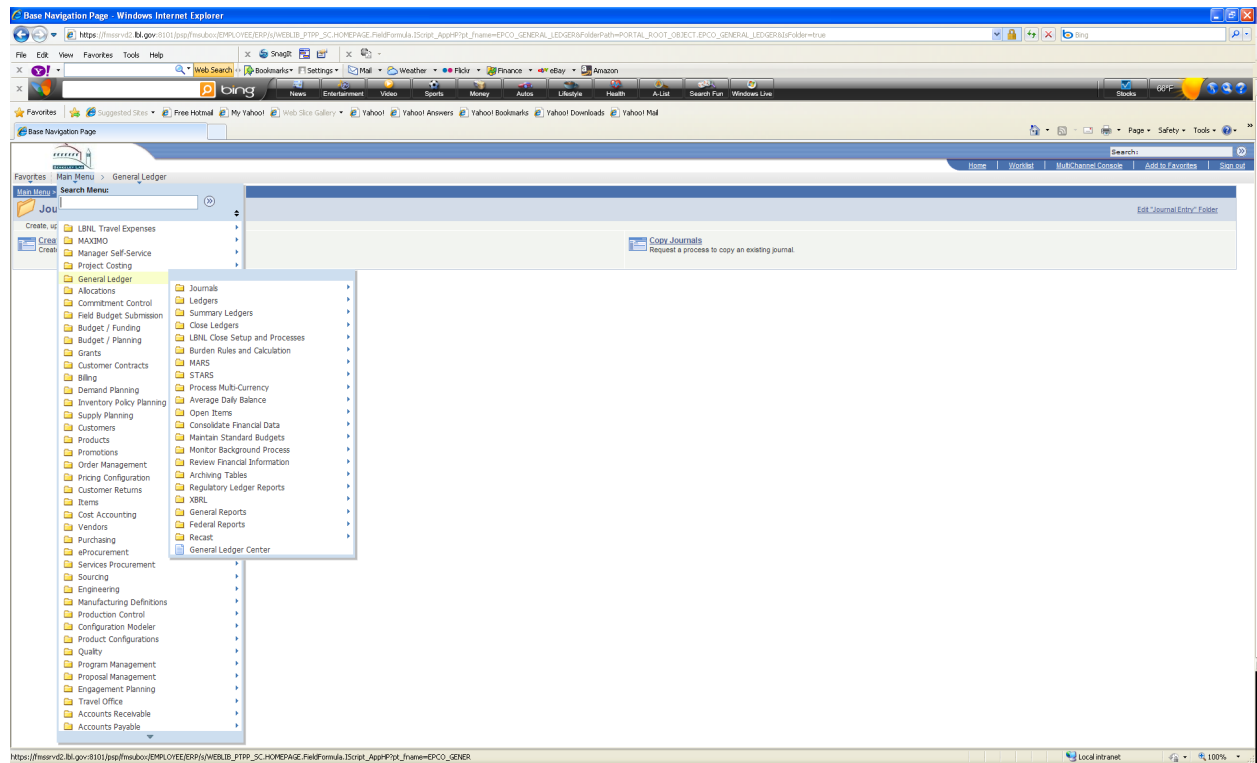
- When a user clicks on a particular menu, the left side menu gets hidden and system displays a list of folders and sub-folders/pages within the folder selected.
- Sample screen shot of General Ledger menu, when a user clicks on General Ledger menu, after logging into the system.



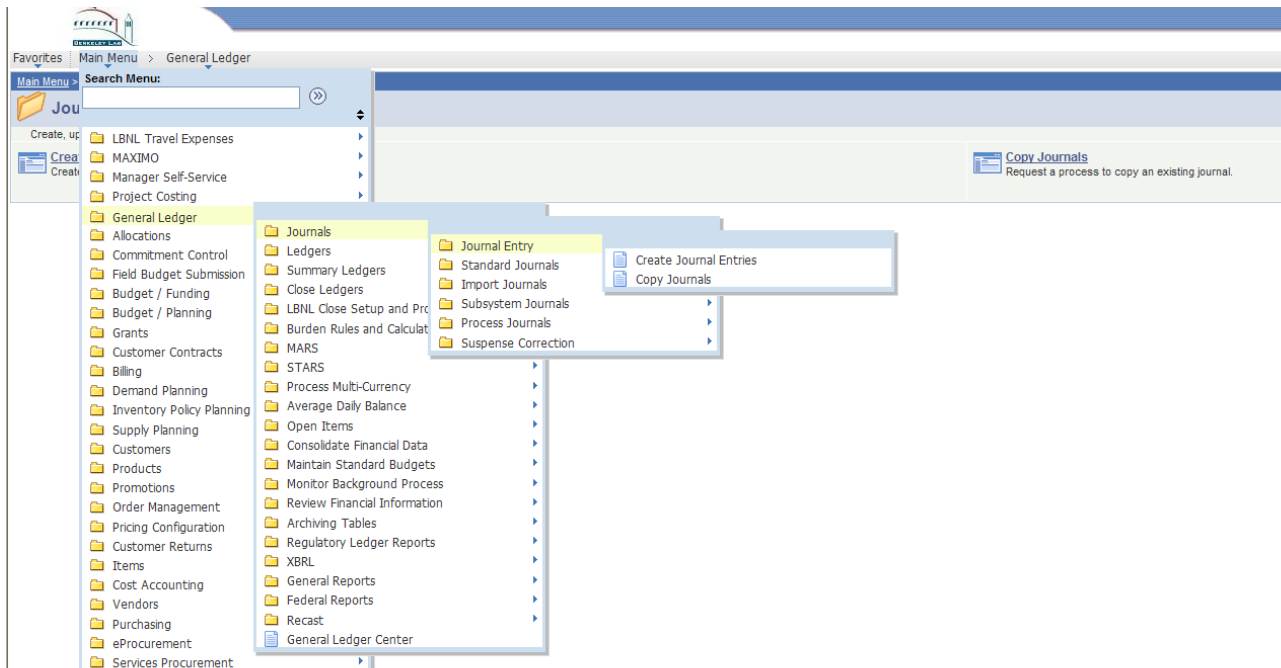
- The user could keep navigating to required page by clicking on the appropriate folder and drilling through it.
- User could view the entire list of folders (menus under the older version) he/she has access to by clicking on the 'drop-down' arrow under 'Main Menu' on the top left corner of the screen.



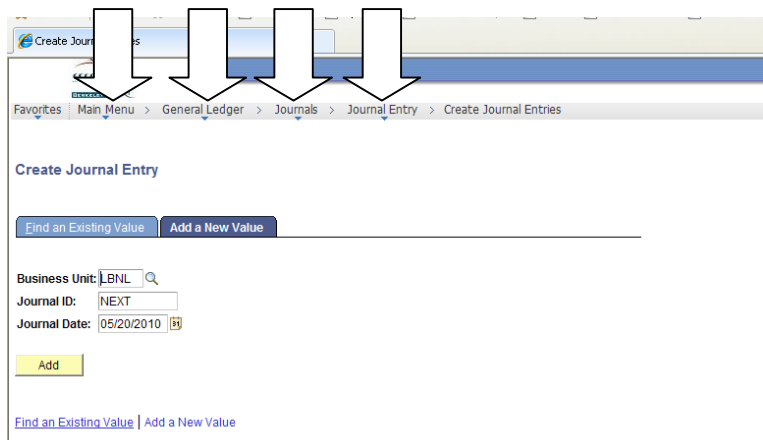
- User could further view the entire list of sub-folders by just placing the computer mouse over the folder he/she is interested in
- Sample screen shot of sub-folders under General Ledger



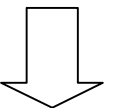
- The user could further keep on drilling down the entire hierarchy of folders and sub-folders till he/she goes to the lowest level page, by just placing the computer mouse over the appropriate sub-folder/sub-folder/page
- Sample screen shot of drill down through the hierarchy of General Ledger, till the page 'Create Journal Entries'.

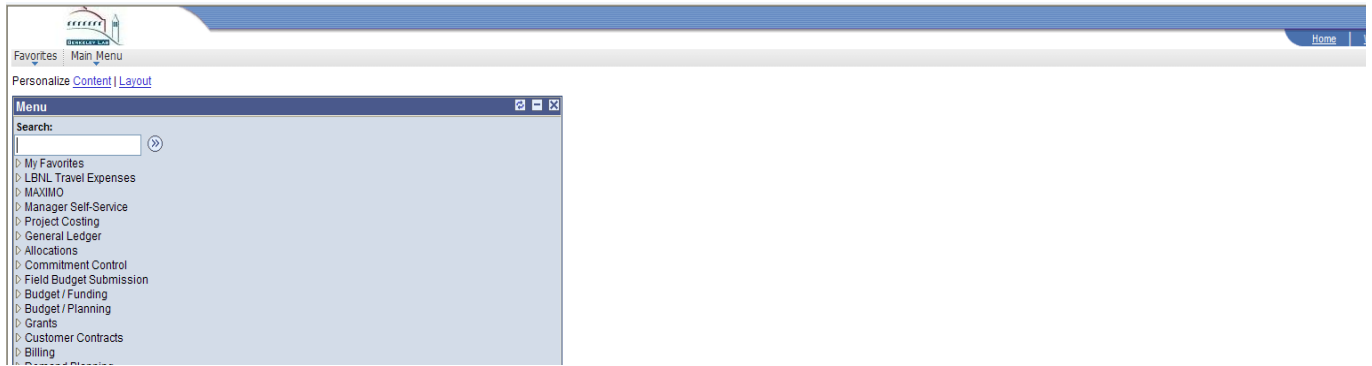


- User can then click on the actual page to open it up and start entering data or initiate a process.
- Sample screen shot of Create Journal Entry (Resource Adjustment) page, navigated from: General Ledger-Journals-Journal Entry is shown below. Once the user is on an actual page, all menu items/folders are hidden. However, the user can navigate back to sub-folders or folders or to the main menu by clicking on the appropriate drop down arrow as shown.

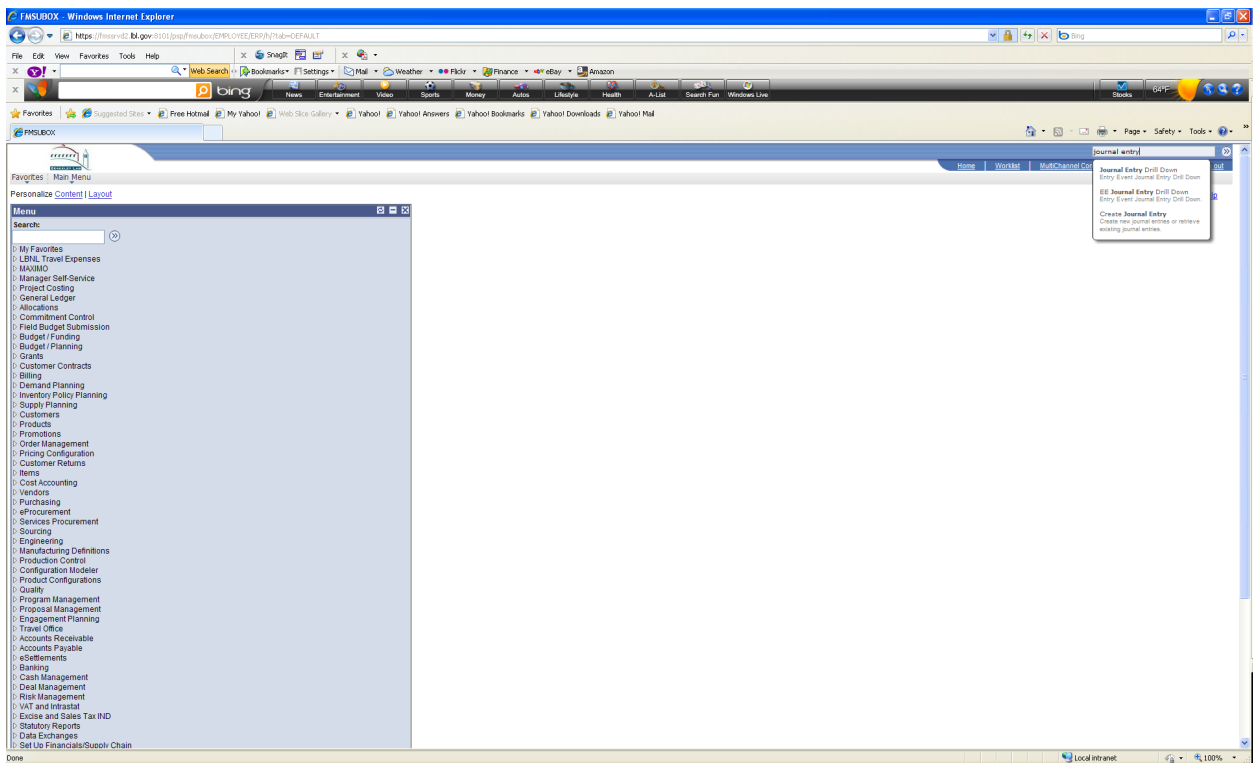


- User could always go back to the left side menu structure (like the older version of tools) by clicking on 'Home' on the top right corner of the screen





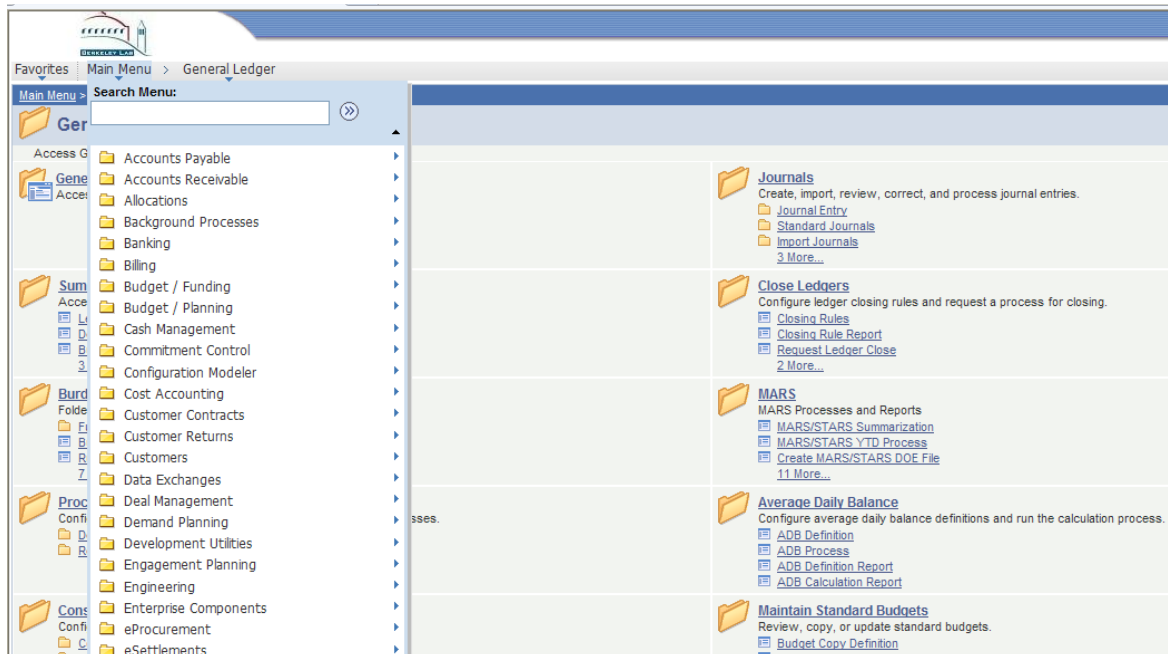
- User could take advantage of the 'Search' functionality by entering the key words under the 'Search box', which is now available in places: once on the top of the menu on the left side, and the second one on the top right corner of the screen. Sample screen shot given below



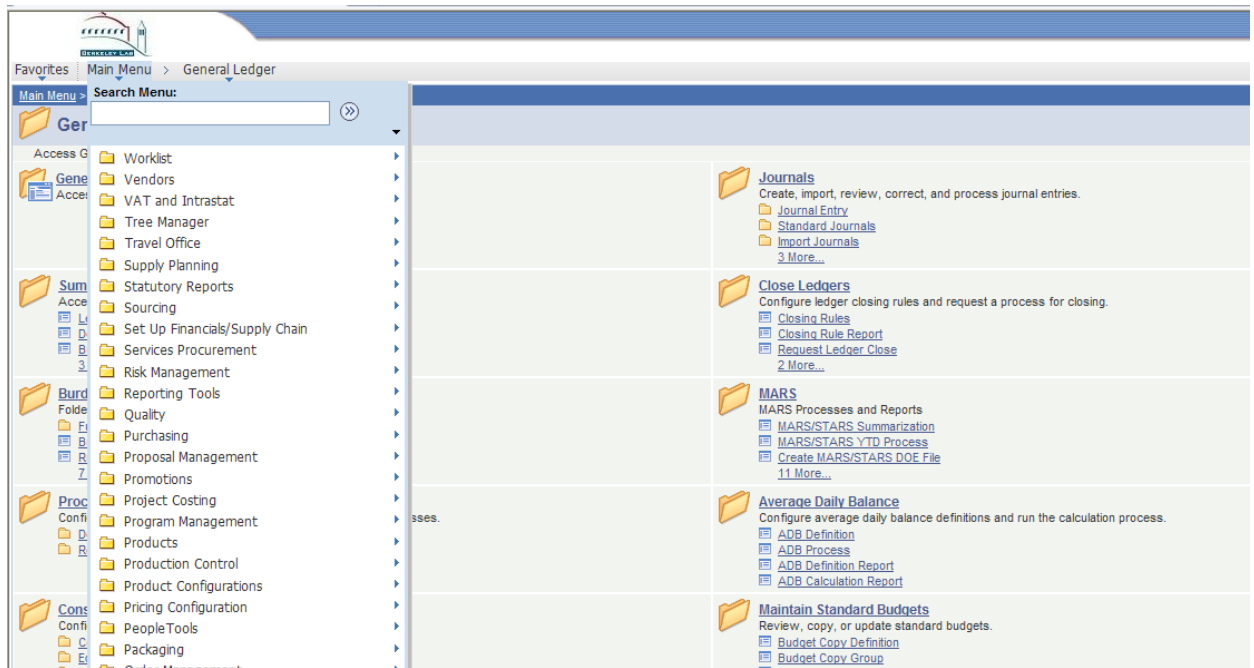
- 
- Base Navigation Page
- ARRA Close Tool
- Favorites Main Menu > General Ledger
- Recently Used**
- Query Manager
  - Create Journal Entries
  - ARRA Header
  - Set Close and Cutoff Dates
  - Run ARRA Quarterly XML Reports
- My Favorites**
- Add to Favorites
  - Edit Favorites
  - Process Monitor
- [Build Summary Ledger](#)  
[3 More...](#)
- Burden Rules and Calculation**  
Folder containing pages for burden rules, calculation and printing
- Full Cost

- 
- The screenshot shows the Oracle Financials General Ledger interface. The 'Main Menu' is expanded, displaying a search bar and a list of menu items. A large white arrow points to the search bar. The right pane shows a list of tasks under various categories like Journals, Close Ledgers, MARS, and Average Daily Balance.
- Main Menu Search:**
- Access G
  - Gene
  - Acco
  - Sum
  - Acce
  - Bud
  - Folde
  - Proc
  - Conf
  - Products
  - Promotions
  - LBNL Travel Expenses
  - MAXIMO
  - Manager Self-Service
  - Project Costing
  - General Ledger
  - Allocations
  - Commitment Control
  - Field Budget Submission
  - Budget / Funding
  - Budget / Planning
  - Grants
  - Customer Contracts
  - Billing
  - Demand Planning
  - Inventory Policy Planning
  - Supply Planning
  - Customers
  - Products
  - Promotions
- Tasks:**
- Journals**  
Create, import, review, correct, and process journal entries.  
    - Journal Entry
    - Standard Journals
    - Import Journals
    - 3 More...
  - Close Ledgers**  
Configure ledger closing rules and request a process for closing.  
    - Closing Rules
    - Closing Rule Report
    - Request Ledger Close
    - 2 More...
  - MARS**  
MARS Processes and Reports  
    - MARS/STARS Summarization
    - MARS/STARS YTD Process
    - Create MARS/STARS DOE File
    - 11 More...
  - Average Daily Balance**  
Configure average daily balance definitions and run the calculation process.  
    - ADB Definition
    - ADB Process

Sample screenshot showing folders sorted alphabetically in ascending order



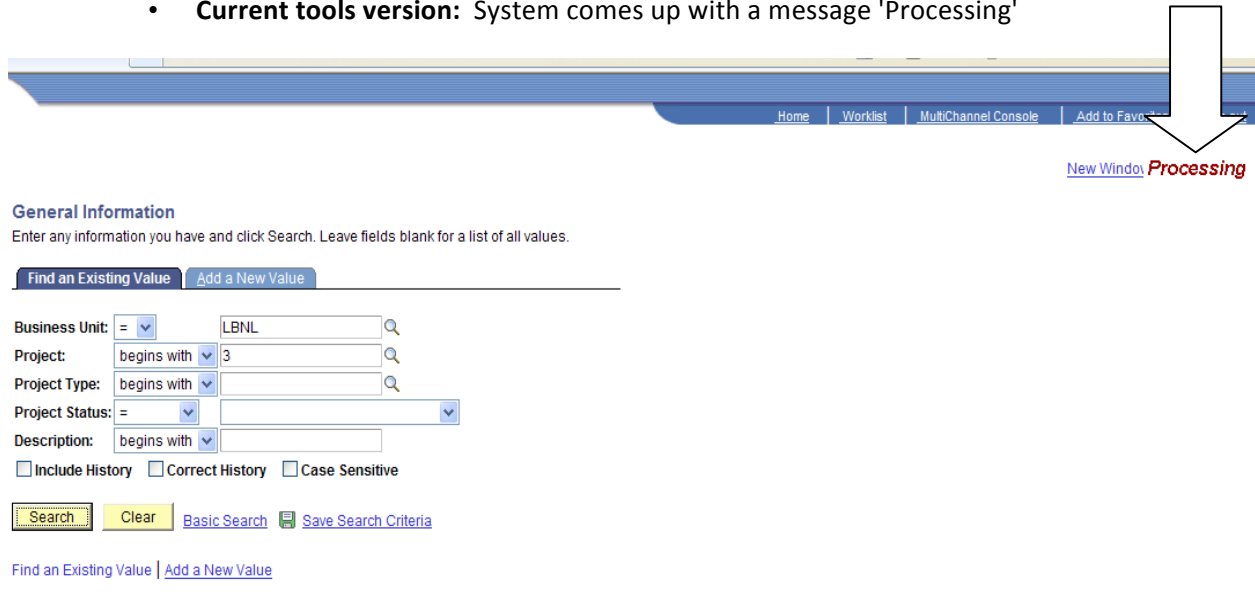
Sample screenshot showing folders sorted alphabetically in descending order





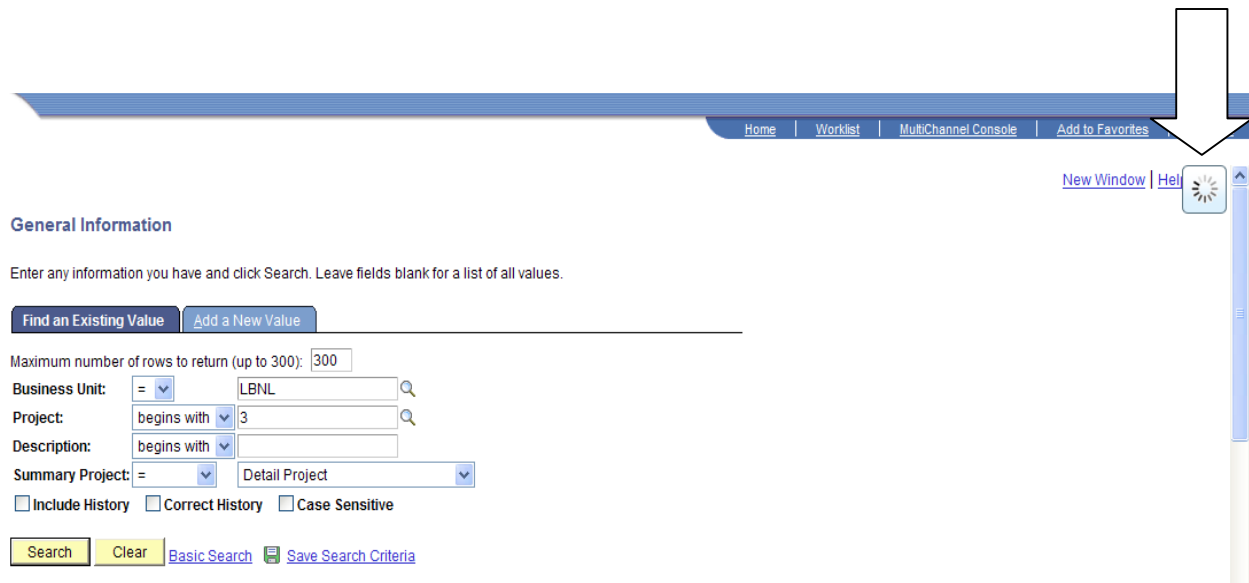
## 6.1. 2. Minor change to the look of the application

- **'Processing status' indicator:** When the system is searching for a record or executing a process.
- **Current tools version:** System comes up with a message 'Processing'



The screenshot shows the application's top navigation bar with links: Home, Worklist, MultiChannel Console, and Add to Favorites. A large white arrow points to the 'Processing' status indicator in the top right corner, which is displayed in red text next to a 'New Window' link. Below the navigation bar, the 'General Information' section is visible, containing a search form with fields for Business Unit, Project, Project Type, Project Status, and Description. The 'Search' button is highlighted in yellow.

- **Upgraded tools version:** System comes up with a processing indicator.



The screenshot shows the application's top navigation bar with links: Home, Worklist, MultiChannel Console, and Add to Favorites. A large white arrow points to the 'processing' status indicator in the top right corner, which is displayed in blue text next to a 'New Window' link and a 'Help' icon. Below the navigation bar, the 'General Information' section is visible, containing a search form with fields for Business Unit, Project, Description, and Summary Project. The 'Search' button is highlighted in yellow.

## 6.2. New features

**6.2.1. 'Enhanced Search' Option:** If the number of records based on a user provided search criteria results in more than 300 records, the system retrieves and displays only the first 300 records.

- **Current tools version:** There is no option to the user to further restrict the number of records within the 300 limit, unless additional search criteria are specified. (e.g. Search for projects with type =OHGA)

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit: =

Project: begins with

Project Type: begins with

Project Status: =

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Business Unit	Project	Project Type	Project Status	Description
LBNL	1590PCT	OHGA	Open	<a href="#">IB-1590PCT Foreign Filing</a>
LBNL	300001	OHGA	Open	<a href="#">Lab Dir.'s Office S&amp;E General</a>

- **Upgraded tools version:** Option to further restrict the number of records to be retrieved by the system within the 300 limit, without specifying additional search criteria. (e.g. Search for projects with type=OHGA and limiting the number of records to first 100)

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Maximum number of rows to return (up to 300):

Business Unit: =

Project: begins with

Project Type: begins with

Project Status: =

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)


[Save Search Criteria](#)


### Search Results

Only the first 100 results of a possible 5906 can be displayed. Enter more search key information and search again to reduce

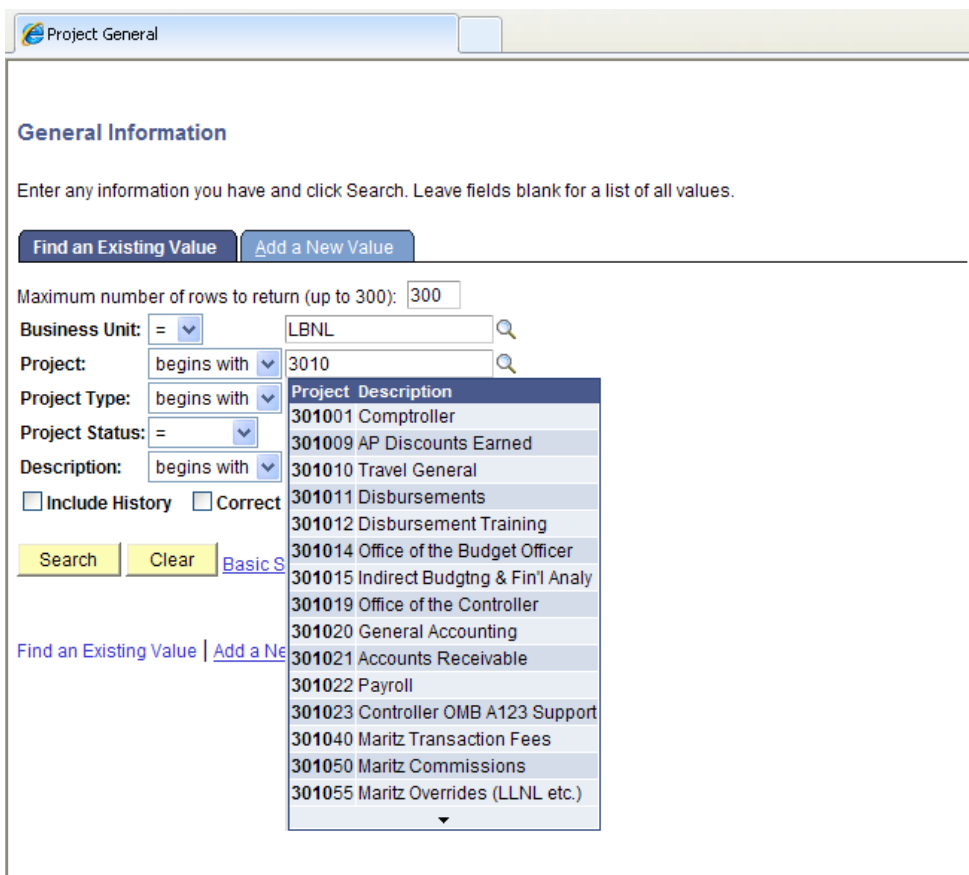
[View All](#) First 1-100 of 100 Last

Business Unit	Project	Project Type	Project Status	Description
LBNL	1590PCT	OHGA	Open	<a href="#">IB-1590PCT Foreign Filing</a>
LBNL	300001	OHGA	Open	<a href="#">Lab Dir.'s Office S&amp;E General</a>

**6.2.2. 'Type-ahead' in look-up/prompt fields (fields with an icon  next to them ):** System displays the matches immediately, while typing

- **Current tools version:** Customized 'type ahead' functionality in limited areas in the Budget Planning System and TREX. The customized functionality, to search employees in the Budget Planning System and locations in TREX is going to be impacted by the upgrade, as explained later in the document.
- **Upgraded tools version:** Vendor delivered 'type ahead' functionality, which works for all look-up/prompt fields (fields with an icon  next to them)

Example 1: Project Search



The screenshot shows a web application window titled "Project General". Below the title bar, there is a section labeled "General Information". A message states: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this message are two buttons: "Find an Existing Value" and "Add a New Value". A text input field for "Maximum number of rows to return (up to 300):" contains the value "300". Below this are several search criteria fields: "Business Unit:" with a dropdown set to "=" and a text input containing "LBNL"; "Project:" with a dropdown set to "begins with" and a text input containing "3010"; "Project Type:" with a dropdown set to "begins with"; "Project Status:" with a dropdown set to "="; and "Description:" with a dropdown set to "begins with". There are also checkboxes for "Include History" and "Correct". Below these fields are "Search" and "Clear" buttons, and a link "Basic S". A search results table is displayed, showing a list of projects starting with "3010". The table has two columns: "Project" and "Description". The results are as follows:

Project	Description
301001	Comptroller
301009	AP Discounts Earned
301010	Travel General
301011	Disbursements
301012	Disbursement Training
301014	Office of the Budget Officer
301015	Indirect Budgeting & Financial Analysis
301019	Office of the Controller
301020	General Accounting
301021	Accounts Receivable
301022	Payroll
301023	Controller OMB A123 Support
301040	Maritz Transaction Fees
301050	Maritz Commissions
301055	Maritz Overrides (LLNL etc.)

## Example 2: 'Account' on a Journal (Resource Adjustment) Line data entry screen

**ORACLE**

Home | Worklist | MultiChannel Console

**Menu**

- Journal Entry
  - Create Journal Entries
  - Copy Journals
  - Standard Journals
  - Import Journals
  - Subsystem Journals
  - Process Journals
  - Suspense Correction
- Ledgers
  - Summary Ledgers
  - Close Ledgers
  - Process Multi-Currency
  - Average Daily Balance
  - Open Items
  - Consolidate Financial Data
  - Maintain Standard Budgets
  - Monitor Background Process
  - Review Financial Information
  - Archiving Tables
  - Regulatory Ledger Reports
  - XBRL
  - General Reports
  - Federal Reports
  - General Ledger Center
  - Allocations
  - Commitment Control
  - Field Budget Submission
  - Budget / Funding
  - Budget / Planning
  - grants
  - Customer Contracts
  - Billing
  - Demand Planning
  - Inventory Policy Planning
  - Supply Planning
  - Customers
  - Partners
  - Products
  - Catalog Management
  - Promotions
  - Order Management
  - Pricing Configuration
  - Customer Returns

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: LBNL Journal ID: NEXT Date: 04/15/2010 \*Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

**Lines**

Select	Line	*Unit	*Ledger	SpeedType	Account	Oper Unit	Fund	Dept	Program	Cl
<input type="checkbox"/>	1	LBNL	ACTUALS		612					

Lines to add: 1 + -

**Totals**

Unit	Total Lines	Total Debits
LBNL	1	0.00

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

**Account Description**

Account	Description	Account Type	Control Flag
612000	Travel	E	N
612100	Travel - Airfare	E	N
612200	Travel - Lodging	E	N
612300	Travel - MIE	E	N
612400	Travel PrePaid	E	N
612500	Travel Prepaid	E	N
612Y01	CALIFORNIA STATE	E	N
612Y02	LOCAL/COUNTY GOVERNMENTS	E	N
612Y03	FOREIGN INDUSTRY	E	N
612Y04	FOREIGN GOVERNMENT	E	N
612Y06	UC EXCEPT BERKELEY	E	N
612Y07	UNIV. EXCEPT U.C.	E	N
612Y08	U.C. BERKELEY	E	N
612Y09	NON PROFIT ORGANIZATIONS	E	N
612Y10	DOMESTIC INDUSTRY	E	N

## Example 3: Searching Purchase Requisitions by 'Requisition Name', for approvals.

**Manage Approvals**

**ORACLE**

**Menu**

- eProcurement
  - Buyer Center
  - Manage ERP Integration
  - LBNL Custom Pages
  - LBNL Processes
  - LBNL PCard
  - LBNL Pcard Reports
  - LBNL Property Reports
  - Create Requisition
  - eBuy
  - Manage Requisitions
  - Manage Approvals
  - Receive Items
  - Procurement Card Center
  - Reports
  - Procurement Application
  - Admin
  - My Profile
  - Services Procurement
  - Sourcing
  - Engineering
  - Manufacturing Definitions
  - Production Control
  - Configuration Modeler
  - Product Configurations
  - Quality
  - Program Management
  - Proposal Management
  - Engagement Planning
  - Travel Office

**Manage Approvals**

**Search Criteria**

Requisition Name: GO Requisition ID:

Business Unit: GO ENGINEER \*Status: Pending

Date Until: GO Eng/Simon/14854 Entered by:

Date From: GO Engineer34019D.Humphries Requester:  Description

GOJO36162Turner

GOLD WIRE

Golder Chattermail

Go Engineering SolidWorks

GoEngineer37559Pollard

GoTaQ

GoTo Meeting 2009

GoToAssist

GoToAssist Express Annual Rnew

GoToAssist License

GoToMeeting-EMills

Goat Anti-mouse alexaFluor 647

Search

specified search criteria.

Create New Requisition

Example 4: TREX-LBNL Trip- look up places (Business Location) starting with 'SAC'

The screenshot shows the Oracle LBNL Trip interface. On the left is a menu with options like 'LBNL Travel Expenses', 'Cash Advance', 'LBNL Trip', 'Traveler Preferences', 'Review Payments', 'MAXIMO', 'Manager Self-Service', 'Project Costing', 'General Ledger', 'Allocations', 'Commitment Control', 'Field Budget Submission', 'Budget / Funding', 'Budget / Planning', 'Grants', 'Customer Contracts', 'Billing', 'Demand Planning', 'Inventory Policy Planning', 'Supply Planning', 'Customers', 'Products', 'Promotions', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', and 'Manufacturing Definitions'. The main area is titled 'Trip Navigation' and 'Trip Action and Key Information'. It shows a traveler's name 'Upadhyayula, Kameswara R' and ID '010883'. Below this is a 'Key Information' section with a dropdown for 'Expense Report - Create', fields for 'Begin Date' and 'End Date', a 'Trip Name' field, and a 'Business Location (first)' field with the value 'sad'. A 'Go' button is next to the location field. A search results table is displayed below the location field, showing a list of locations starting with 'SAC'.

Description	Expense Location
SAC CITYIA	33578
SAC COUNTYIA	26072
SACHSETX	51805
SACKETS HARBORNY	45814
SACLAYFRA	23814
SACOME	38798
SACOMT	42313
SACRAMENTO COUNTYCA	25458
SACRAMENTOCA	20118
SACRAMENTOKY	37184
SACRAMENTONM	44952

### 6.2.3. Modal (separate pop up page) search windows -faster page refresh times

- **Current tools version:** Search under a field in a page takes users to a new page, wherein results of the search are displayed. The user has to select appropriate value from the results, system goes back to the original page where the user first started, and then refreshes the data.
- **Upgraded tools version:** Search under a field in a page takes users to a new pop-up page, wherein results of the search are displayed, leaving the original page in the background. The user has to select appropriate value from the results, and then system immediately refreshes the original page
- Example: Users searching for a project starting with '300' from the Project Set-up/General Information page, by typing in 300 and clicking on the look-up icon '🔍'
- **Current tools version:** 2 separate pages, one where the search criteria were specified, and the second one with search results.

**Menu**

- Project Definitions
  - LBNL PROJECT CODES
    - Project Setup**
      - Team
      - Status
      - Organization
      - Projects List
      - Project Initiation Checklist
      - Project Milestones
      - Update UDFs and Project MGR
  - Activity Definitions
  - Transaction Definitions
  - Budgeting
  - Cost Collection
  - Revenue Collection
  - Interactive Reports
  - Reports
  - Review Costs
  - Accounting
  - Assets
  - Employee Time Entry
  - Investment Incentives

**General Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: = [v] LBNL [Q]  
 Project: begins with [v] 3010 [Q]  
 Project Type: begins with [v] [Q]  
 Project Status: = [v] [v]  
 Description: begins with [v] [Q]

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

**Menu**

- Project Definitions
  - LBNL PROJECT CODES
    - Project Setup**
      - Team
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      - Projects List
      - Project Initiation Checklist
      - Project Milestones
      - Update UDFs and Project MGR
  - Activity Definitions
  - Transaction Definitions
  - Budgeting
  - Cost Collection
  - Revenue Collection
  - Interactive Reports
  - Reports
  - Review Costs
  - Accounting
  - Assets
  - Employee Time Entry
  - Investment Incentives
  - Third Party Integration
  - Utilities
  - Project Costing Center
  - My Projects
  - Flexible Analysis User Default
  - Flexible Analysis Template
  - Maintain Preferences
  - General Ledger
  - Allocations
  - Commitment Control
  - Field Budget Submission
  - Budget / Funding
  - Budget / Planning
  - Grants
  - Customer Contracts
  - Billing
  - Demand Planning
  - Inventory Policy Planning
  - Supply Planning
  - Customers
  - Products

**Look Up Project**

Business Unit: LBNL  
 Project: begins with [v] 3010

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First [v] 1-25 of 25 [v] Last

Project	Description
301001	Comptroller
301009	AP Discounts Earned
301010	Travel General
301011	Disbursements
301012	Disbursement Training
301014	Office of the Budget Officer
301015	Indirect Budgeting & Fin'l Analy
301019	Office of the Controller
301020	General Accounting
301021	Accounts Receivable
301022	Payroll
301023	Controller OMB A123 Support
301040	Maritz Transaction Fees
301050	Maritz Commissions
301055	Maritz Overrides (LLNL, etc.)
301060	Other credits
301070	Financial Services Office Mgt
301071	Fin Sys Software Maintenance
301075	FSD - Grants System
301080	Subcontracts
301085	FSD- JANUS System
301090	FSD- Funding System
301095	Financial Systems
301096	Rapid (Grants)
301099	ALLOCATION

- Upgraded tools version: Pop-up page with results, on top of the original page

**General Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = LBNL

Project: begins with 3010

Project Type: begins with

Project Status: =

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

**Look Up**

**Look Up Project**

Business Unit: LBNL

Project: begins with 3010

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-25 of 26 Last

Project	Description
301001	Comptroller
301009	AP Discounts Earned
301010	Travel General
301011	Disbursements
301012	Disbursement Training
301014	Office of the Budget Officer
301015	Indirect Budgeting & Finl Anal
301019	Office of the Controller
301020	General Accounting

#### 6.2.4. Process Log Retention-Option to Increase in the number of days

- Current tools version:** Depending on the configuration, system supports to retain and view process logs up to 99 days. Though system supports up to 99 days, FMS was configured to retain history up to 45 days.

**Menu**

- MARS
  - MARS/STARS Summarization
  - MARS/STARS YTD Process
  - Create MARS/STARS DOE File
  - MARS Combination Edit Report
  - MARS Balancing Report
  - YTD and MTD Mars Reports
  - MARS SGL OPI Required
  - MARS/STARS Summ by Jml ID
  - MARS/STARS YTD by Jml ID
  - MARS Closing Rules
  - MARS Closing Process
  - MARS Opening Process
  - MARS NN Table
  - MARS Descriptions
- STARS
  - Process Multi-Currency
  - Average Daily Balance
  - Open Items
  - Consolidate Financials

**Process List** **Server List**

**View Process Request For**

User ID: KRUPADHY Type: Last: 99 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1862799		Application Engine	ZMA02000	KRUPADHY	05/05/2010 2:12:02PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1860376		Application Engine	ZMA02000	KRUPADHY	05/04/2010 9:41:19AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1840366		SQR Report	ZGLS0620	KRUPADHY	04/13/2010 3:05:31PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1837942		SQR Report	ZGLS0620	KRUPADHY	04/09/2010 3:10:04PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1835263		PSJob	ZGLA0666	KRUPADHY	04/07/2010 4:37:51PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1835257		COBOL SQL	FSPKBDP3	KRUPADHY	04/07/2010 4:36:51PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1835245		COBOL SQL	FSPKBDP3	KRUPADHY	04/07/2010 4:32:35PM PDT	Success	Posted	<a href="#">Details</a>

- **Upgraded tools version:** Process logs could be retained, and viewed up to 9999 days (multi-year). The enhanced capability could be configured globally for all processes or customized to individual process.

**Process List**

View Process Request For

User ID: ZBAUTIST Type: Last 9999 Days Refresh

Server: Name: Instance: to All Days Hours Minutes

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1833364		PSJob	ZGLJ0150	ZBAUTIST	05/13/2010 3:59:44PM PDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1833284		PSJob	ZGLS0550	ZBAUTIST	05/13/2010 2:06:34PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1833243		PSJob	ZGLS0550	ZBAUTIST	05/13/2010 12:56:29PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1833224		PSJob	ZGLS0550	ZBAUTIST	05/13/2010 11:00:53AM PDT	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832812		PSJob	ZGLS0500	ZBAUTIST	05/12/2010 3:11:01PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832795		Application Engine	FS_ALLC	ZBAUTIST	05/12/2010 3:02:21PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832689		PSJob	ZGLJ0100	ZBAUTIST	05/12/2010 12:33:05PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832678		PSJob	ZGLA0666	ZBAUTIST	05/12/2010 11:39:40AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832677		COBOL SQL	GLPPPOST	ZBAUTIST	05/12/2010 11:31:51AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832634		Crystal	ZGLC7501	ZBAUTIST	05/12/2010 8:50:28AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832623		Application Engine	GL_JRNL_COPY	ZBAUTIST	05/12/2010 8:45:21AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832621		Crystal	ZGLC7501	ZBAUTIST	05/12/2010 8:35:06AM PDT	Success	Posted	<a href="#">Details</a>

## 6.2.5. Enhanced search options for viewing 'Process logs' under Process Monitor

- **Upgraded tools version:** Additional option of searching process logs by a 'Date Range'

**Process List**

View Process Request For

User ID: ZBAUTIST Type: Date Range From: To: Refresh

Server: Name: Instance: to

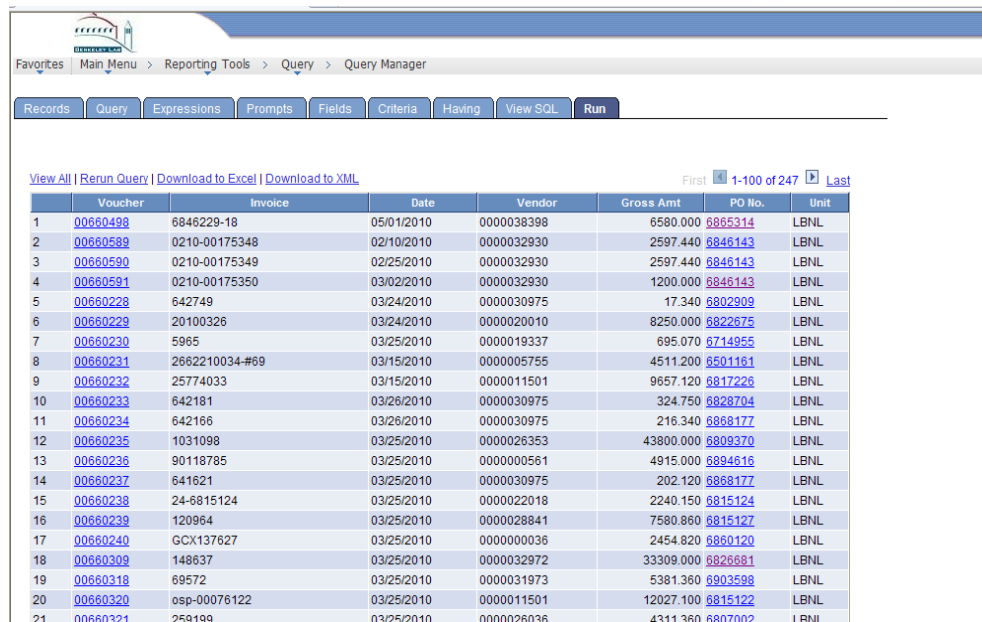
Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1833746		Crystal	ZGLC7501	ZBAUTIST	05/14/2010 12:15:32PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1833736		PSJob	ZGLS9300	ZBAUTIST	05/14/2010 12:12:01PM PDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1833706		PSJob	ZGLJ0150	ZBAUTIST	05/14/2010 10:06:32AM PDT	No Success	Posting	<a href="#">Details</a>
<input type="checkbox"/>	1833700		PSJob	ZGLJ0400	ZBAUTIST	05/14/2010 9:41:02AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1833284		PSJob	ZGLS0550	ZBAUTIST	05/13/2010 2:06:34PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1833243		PSJob	ZGLS0550	ZBAUTIST	05/13/2010 12:56:29PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1833224		PSJob	ZGLS0550	ZBAUTIST	05/13/2010 11:00:53AM PDT	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832812		PSJob	ZGLS0500	ZBAUTIST	05/12/2010 3:11:01PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1832795		Application Engine	FS_ALLC	ZBAUTIST	05/12/2010 3:02:21PM PDT	Success	Posted	<a href="#">Details</a>



## 6.2.6. Query Drill down capability

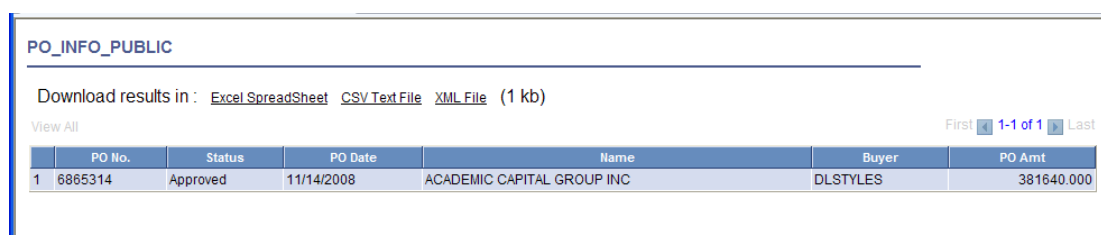
- **Upgraded tools version:** In the upgraded tools version, there is an option to drill down from a query to another query. Given below is an example of drilling down from an AP Voucher/Invoice query to the PO details query.
- Query results showing the AP Invoice/Voucher activity:



The screenshot shows the 'Query Manager' interface with a table of AP Invoice/Voucher activity. The table has columns for Voucher, Invoice, Date, Vendor, Gross Amt, PO No., and Unit. The data is paginated, showing results 1 through 21 of 247 total records.

	Voucher	Invoice	Date	Vendor	Gross Amt	PO No.	Unit
1	00660498	6846229-18	05/01/2010	0000038398	6580.000	6865314	LBNL
2	00660589	0210-00175348	02/10/2010	0000032930	2597.440	6846143	LBNL
3	00660590	0210-00175349	02/25/2010	0000032930	2597.440	6846143	LBNL
4	00660591	0210-00175350	03/02/2010	0000032930	1200.000	6846143	LBNL
5	00660228	642749	03/24/2010	0000030975	17.340	6802909	LBNL
6	00660229	20100326	03/24/2010	0000020010	8250.000	6822675	LBNL
7	00660230	5965	03/25/2010	0000019337	695.070	6714955	LBNL
8	00660231	2662210034-#69	03/15/2010	0000005755	4511.200	6501161	LBNL
9	00660232	25774033	03/15/2010	0000011501	9657.120	6817226	LBNL
10	00660233	642181	03/26/2010	0000030975	324.750	6828704	LBNL
11	00660234	642166	03/26/2010	0000030975	216.340	6868177	LBNL
12	00660235	1031098	03/25/2010	0000026353	43800.000	6809370	LBNL
13	00660236	90118785	03/25/2010	0000000561	4915.000	6894616	LBNL
14	00660237	641621	03/25/2010	0000030975	202.120	6868177	LBNL
15	00660238	24-6815124	03/25/2010	0000022018	2240.150	6815124	LBNL
16	00660239	120964	03/25/2010	0000028841	7580.860	6815127	LBNL
17	00660240	GXC137627	03/25/2010	0000000036	2454.820	6860120	LBNL
18	00660309	148637	03/25/2010	0000032972	33309.000	6826681	LBNL
19	00660318	69572	03/25/2010	0000031973	5381.360	6903598	LBNL
20	00660320	osp-00076122	03/25/2010	0000011501	12027.100	6815122	LBNL
21	00660321	259199	03/25/2010	0000026036	4311.360	6807002	LBNL

- Drill-down results on a PO i.e., by clicking on one of the PO's from the above result set, following PO details are displayed.



The screenshot shows the 'PO\_INFO\_PUBLIC' interface. It displays download options for the results (Excel Spreadsheet, CSV Text File, XML File) and a table of PO details for PO No. 6865314.

PO No.	Status	PO Date	Name	Buyer	PO Amt
1 6865314	Approved	11/14/2008	ACADEMIC CAPITAL GROUP INC	DLSTYLES	381640.000

## 7. Turning- off 'Type-ahead' functionality

- If for some reason, a particular user does not like the new type-ahead feature, he/she can turn it off by customizing the personal settings. Each user has the ability to turn on/off certain features of PeopleSoft, including type ahead.
- The default setting for 'type ahead' is “Yes”. 'Turning-off' instructions are given below.
- Navigate to the menu: 'My Personalizations', near the bottom of the menu structure

**ORACLE**

**Menu**

- Cost Accounting
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Program Management
- Proposal Management
- Engagement Planning
- Travel Office
- Accounts Receivable
- Accounts Payable
- eSettlements
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and Intrastat
- Excise and Sales Tax IND
- Statutory Reports

**Personalizations**

Galbreath, David

Personalized settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

Description	Personalize User Options
General Options	<a href="#">Personalize User Options</a>
Regional Settings	<a href="#">Personalize User Options</a>
System & Application Messages	<a href="#">Personalize User Options</a>
Navigation Personalizations	<a href="#">Personalize User Options</a>

[Restore Defaults](#)

- Click on the yellow button 'Personalize User Options' next to the option 'Navigation Personalizations'
- System brings up the following screen, wherein the default value under 'Type Ahead' (last field on the page) is set to 'Yes'.

**ORACLE**

**Menu**

- Customer Contracts
- Billing
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Customers
- Products
- Promotions
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Program Management
- Proposal Management
- Engagement Planning
- Travel Office
- Accounts Receivable
- Accounts Payable
- eSettlements
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and Intrastat
- Excise and Sales Tax IND
- Statutory Reports
- Data Exchanges
- Set Up Financials/Supply Chain
- Enterprise Components

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Drop down Menu Sort Order	None	<input type="text"/>	<a href="#">Explain</a>
Automatic Menu Collapse	No	<input type="text"/>	<a href="#">Explain</a>
Mouse over popup event	Yes	<input type="text"/>	<a href="#">Explain</a>
Tab over Calendar Button	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Grid Tabs	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Header Icons	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Lookup Button	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Navigation Bar	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Browser Elements	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Page Links	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Related Page Links	No	<input type="text"/>	<a href="#">Explain</a>
Tab over Toolbar	No	<input type="text"/>	<a href="#">Explain</a>
Type ahead	Yes	<input type="text"/>	<a href="#">Explain</a>

[Restore Category Defaults](#)

[OK](#) [Cancel](#)

- Override the default value by clicking on the drop down list under the column 'Override Value' and selecting 'No'.

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Drop down Menu Sort Order	None	<input type="text" value="None"/>	<a href="#">Explain</a>
Automatic Menu Collapse	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Mouse over popup event	Yes	<input type="text" value="Yes"/>	<a href="#">Explain</a>
Tab over Calendar Button	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Grid Tabs	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Header Icons	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Lookup Button	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Navigation Bar	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Browser Elements	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Page Links	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Related Page Links	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Tab over Toolbar	No	<input type="text" value="No"/>	<a href="#">Explain</a>
Type ahead	Yes	<input type="text" value="No"/>	<a href="#">Explain</a>

Restore Category Defaults

OK Cancel

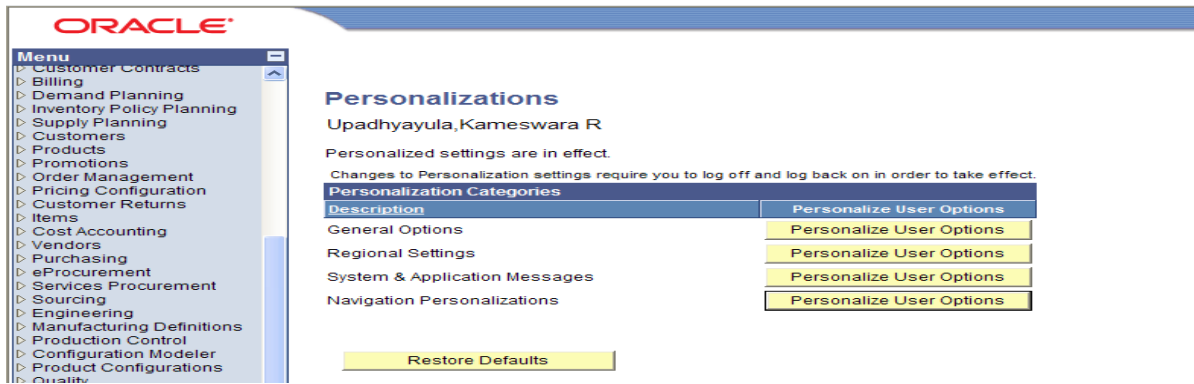
- Once the override value changed to 'No' and clicking on 'OK', system comes up with the following message.

**Save Confirm**

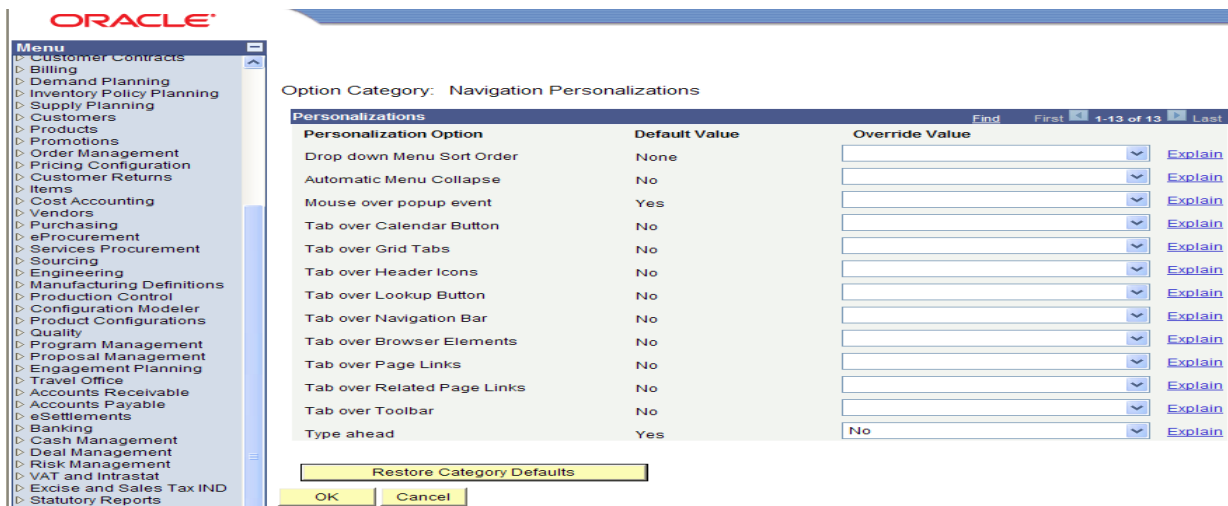
✓ Your Personalizations have been saved.

[Return](#)

- Click on 'Return' to confirm the change, and to go to the 'Personalizations' page.



- Screen shot of the page after turning off the 'type ahead' feature is given below.



Notes:

- Changes to the default setting are specific to the user, and apply to all modules
- The feature can be 'turned on' again by setting the 'Override Value' back to 'Yes'

## 8. Impact to the Planning System & TREX-'Type-ahead' functionality

### 8.1. Planning System-Employee search

- Current tools version:** Customized type-ahead feature allows users to search employees by:
  - Last name
  - First name


c) Employee id.

- **Upgraded tools version:** Under the upgraded version, users can search employees only by 'Last Name'. Search by 'First Name' and 'Employee Id' will not work.

## 8.2. TREX-Location search

- **Current tools version:** Customized feature allows users to search for all cities within a state or country by typing a comma (,) and the state or country code

The screenshot displays the TREX system interface. On the left is a 'Menu' sidebar with various options like 'LBNL Travel Expenses', 'Cash Advance', 'LBNL Trip', 'MAXIMO', etc. The main content area is titled 'Trip Navigation' and 'Trip Action and Key Information'. It shows a 'Traveler' field with the name 'Upadhyayula, Kameswara R' and an 'ID' of '010883'. Below this is a 'Key Information' section with an 'Action Request' dropdown set to 'Expense Report - Create'. There are fields for 'Begin Date' and 'End Date'. The 'Trip Name' field is empty. A note states: 'Note: If the location you desire is not in the system, email TREX@lbl.gov to add the location.' The 'Business Location (first)' field contains a comma and a state code (e.g., ,CA). A 'Go' button is next to it. A list of locations is displayed below the field, including 'ACTON, CA', 'ADELANTO, CA', 'ADIN, CA', 'AFTON, CA', 'AGOURA, CA', 'AGUANGA, CA', 'AHWAHNEE, CA', 'ALAMEDA CG ISC/NAS, CA', 'ALAMEDA COUNTY, CA', 'ALAMEDA, CA', 'ALAMO OAKS, CA', 'ALAMO, CA', 'ALBANY, CA', and 'ALBERHILL, CA'. A 'TREX Information' link is also visible.

- **Upgraded tools version:**
  1. Under the upgraded version, the search does not work if user types in a comma (,) followed by the state or country code.
  2. It works only if:
    - a) The user types in the wild card (%) followed by a comma (,) followed by a state/country code (e.g. %, CA), and clicks on the search/look-up button  in the field: 'Business Location'. System displays the search results in a separate pop-up window as shown below. Note that the field: 'Description' on the pop-up page automatically gets filled in with the search criteria entered by the user.

ORACLE

**Menu**

- LBNL Travel Expenses
  - Cash Advance
  - LBNL Trip
    - Traveler Preferences
    - Review Payments
- MAXIMO
  - Manager Self-Service
  - Project Costing
  - General Ledger
  - Allocations
  - Commitment Control
  - Field Budget Submission
  - Budget / Funding
  - Budget / Planning
  - Grants
  - Customer Contracts
  - Billing
  - Demand Planning
  - Inventory Policy Planning
  - Supply Planning
  - Customers
  - Products
  - Promotions
  - Order Management
  - Pricing Configuration
  - Customer Returns
  - Items
  - Cost Accounting
  - Vendors
  - Purchasing
  - eProcurement
  - Services Procurement
  - Sourcing
  - Engineering
  - Manufacturing Definitions
  - Production Control
  - Configuration Modeler
  - Product Configurations
  - Quality
  - Program Management
  - Proposal Management
  - Engagement Planning
  - Travel Office
  - Accounts Receivable
  - Accounts Payable
  - eSettlements
  - Banking

**Trip Navigation**

**Trip Action and Key Information**

Traveler (Last Name,First Name) Upadhyayula,Kameswara R \*ID 010883

**Key Information**

\*Action Request Expense Report - Create

Begin Date  End Date

Trip Name

Business Location (first) %CA

[Trex Information](#) [Email TREX Help](#) [Reimbursement Guidelines](#)

**Look Up**

**Look Up Business Location (first)**

Description:  begins with %CA

Expense Location:  begins with


[Basic Lookup](#)

**Search Results**

Only the first 300 results of a possible 1371 can be displayed. Enter more search key information and search again to reduce the number of search results.

View 100 First 1-300 of 300 Last

Description	Expense Location
ADTON,CA	29768
ADELANTO,CA	29768
ADIN,CA	29770
AFTON,CA	29771
AGOURA,CA	29772
AGUANGA,CA	29773
AHWAHNEE,CA	29774

- b) Alternatively, the user clicks on the look- up button  next to the field 'Business Location', and in the pop-up window that comes up, types in the wild card (%) followed by a comma (,) followed by a state/country code (e.g., A) in the field: 'Description'